

Course Syllabus Addendum

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CPT 174

Computer Spreadsheets I

Fall 2025

Course Syllabus Addendum

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| Course Instructor | Richard F. Pritchard, III |
| Office Location | |
| Office Phone | |
| Email | |
| Instructor office hours (<u>required</u> for full-time faculty) | |

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| Course Number | CPT 174 | Section Number | 01 |
| Course Title | Computer Spreadsheets I | | |
| Credit Hours | 3 | | |
| Teaching philosophy/ methods | The material in class will be presented in an online format. Weekly discussions and exercises will be added to help increase student involvement and learning. | | |
| Materials specific to Course Section | <i>New Perspectives: Microsoft 365 Excel Comprehensive</i> , Carey, Patrick, Cengage, 2025, ISBN: 978-0-357-88222-1 | | |
| Classroom standards for behavior (Attendance, tardiness, late work, Cheating, online etiquette as applicable) | <p>Punctual and regular attendance in all classes is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course completion requirements.</p> <p>In accordance with college policy, no food, drinks, or children are allowed in the classroom. Cell phones must be turned off in the classroom. The instructor reserves the right to remove from class anyone who disrupts instruction.</p> <p>Classroom participation supports student success in coursework, students are required to attend 80% of all scheduled classes unless prior arrangements have been made with the instructor. ONLINE CLASSES will require logging in weekly and completing the assignment, quiz, or weekly response to be counted as attended for that week.</p> | | |

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| Suggested additional readings if applicable | N/A |
| Last date to drop with a grade of "W" | 20 October 2025 |
| Addendum Revision date | August 2025 |
| Missed work | * You will have a grace period of five days after the due date to submit work without penalty (note that attendance requirements will still apply). After that, the assignment will incur a loss of 10% of the grade per day up to a maximum of five more days, after which the assignment will not be accepted. |
| Statement that minor changes (such as order of topics or due dates) will be Announced ahead of time. | * You are required to complete the weekly discussion, assignment, lab, quiz and exam (when scheduled) each week prior to the posted end date. The instructor reserves the right to make changes to the syllabus. Any instructor-initiated changes in assignments/quizzes will be given a minimum of 5 days before the due date. |
| Course Grading System | Grade Scale: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = Below 60 Discussions will count 10% of the final grade, Assignments 25%, Quizzes 25%, and Exams 40%. |

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Attendance Information

ATTENDANCE

The College's statement of policy indicates that students must attend eighty percent (80%) of total class hours, or they will be in violation of the attendance policy.

ON CAMPUS ATTENDANCE

NO ATTENDANCE

- Students not physically attending class during the first two weeks (first ten calendar days) from the start of the semester must be dropped from the class for NOT ATTENDING. The second week determines the official roster.
- Reinstatement requires the signature of the division dean who will consult with the instructor.

STOP ATTENDING

- Instructors will withdraw students from the class when 80% attendance is not maintained or when the student exceeds two consecutive weeks of missed course meetings. In the event it becomes necessary for a student to withdraw from the course *OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class.* Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. Three tardies will be considered an absence. The instructor MUST withdraw the student with a grade of "W" or "WP" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, the student may be allowed by the instructor to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class/the first day the student enrolls. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a nonwithdrawal grade.
- A copy of WTC's **STATEMENT OF POLICY NUMBER: D-23 STUDENT ATTENDANCE (WITHDRAWAL)** is on the WTC website and Student Handbook.

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ONLINE ATTENDANCE

NO ATTENDANCE

- Students taking an online/internet class must sign in **and** complete assignments designated by the instructor within the second week of class from the start of the semester to indicate attendance in the class. Students not attending class during the first two weeks (first ten calendar days) from the start of the semester must be dropped from the class for NOT ATTENDING. The second week determines the official roster.

STOP ATTENDING

- Instructors will withdraw students from the class when 80% attendance is not maintained, or when the student misses two consecutive weeks of classes as determined by attendance assignments. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 80% of assignments on time. Additional access is encouraged and may be necessary for the successful completion of classes.
- Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W" or "WP" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the WTC email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code no later than two weeks (ten calendar days) after the first day of the class. Students who are dropped because of never attending the course are still responsible for all fees associated with the course.

or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, the student may be allowed by the instructor to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class/the first day the student enrolls. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam to earn a nonwithdrawal grade.
- A copy of WTC's **STATEMENT OF POLICY NUMBER: D-23 STUDENT ATTENDANCE (WITHDRAWAL)** is on the WTC website and Student Handbook.